



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Administrative Analyst 3, FM [Classified Competitive]</b>			Salary <b>P26 \$71,408.73 - \$101,588.61</b>
Posting Number <b>299-22</b>	Position Number <b>952458</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 03/24/2022 To: 04/07/2022</b>
Location: <b>NJ Department of Health Division of HIV, STD and TB Services 55 North Willow Street - 3<sup>rd</sup> Floor Trenton, NJ 08016</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the general supervision of the Section Supervisor, Fiscal Resources assists in establishing the work activities involving planning and conducting management, statistical, organizational and fiscal performance of staff reporting to the Section Supervisor, FM, Leads the cost benefit analysis and effectiveness of the fiscal program where needed and assists in making fiscal evaluations and recommendations as required. Takes a leading role in preparing budget requests, spending plan and/or maintaining /creating essential accounting and related records and files. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency. Closes the accounts at the end of the fiscal year and makes up schedules and reports.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of accounting, business administration, economics, or finance courses.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.</p> <p><b>NOTE:</b> Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree from an accredited college or university in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTHIVAIDS@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Patricia Laird, Administrative Assistant 1 HIV, STD and TB Services Reference Posting # New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*